

Town of Dewey Driveway Policy

The Town of Dewey Town Board establishes this "Driveway Policy" to address the following five areas: 1) driveway placement, 2) driveway installation, 3) cost of installation/replacement, 4) temporary driveways, and 5) appeal process. This policy only addresses driveways abutting a Town road. Any driveway abutting a County road will conform to Portage County's own policy regarding driveways.

1) Driveway Placement- The placement of any driveway shall be approved prior to the beginning of any work. The property owner shall contact the Town to get a Driveway Permit form. Once the form is completed and returned to the town, a town representative shall review the permit and proposed location of the driveway. The property owner shall have the proposed driveway location flagged to assist in the review of the proposed driveway location. Once the review is completed the town representative will return a copy of the Driveway Permit to the property owner which will include any specifications needed to complete the driveway installation.

2) Driveway Installation – The driveway shall have a grade that is similar to the land features around it. The grade/slope of the driveway shall be such that water from the driveway will not run onto the roadway. All driveways shall have a culvert, with the culvert size that is specified on the driveway permit, unless the driveway permit specifically states that the driveway can be installed without a culvert. The Town of Dewey Town Board reserves the right to request that a culvert be installed in any driveway that had previously been approved without a culvert. Prior to installation of a driveway the property owner shall notify the town of the date of installation. The town reserves the right to have a representative present at the time of the driveway installation to verify that the driveway installation is done correctly.

3) Cost of Installation/Replacement – The cost of the driveway installation and of the culvert when required shall be the responsibility of the property owner. Should the culvert deteriorate and need to be replaced, that cost shall also be the property owner's responsibility. Should the town undertake the reconstruction of a road and determine that a driveway culvert is in need of replacement, the town will be responsible for the cost of the culvert and replacing it. Should the town damage a driveway culvert in the course of its road maintenance work the town will be responsible for the repair/replacement of the driveway culvert.

4) Temporary Driveway - A property owner may request permission to install a temporary driveway. The permitting process will be the same as for a permanent driveway with the exception that it will be noted on the permit the date by which the driveway shall be removed and the ditch restored to its original condition. A temporary driveway permit shall be good for a period of time not to exceed 90 days. The property owner may request an extension of time for the temporary driveway permit with good cause.

5) Appeal Process – A property owner may appeal a decision on a driveway placement or the conditions of installation to the entire Town Board. The property owner shall make a written request for an appeal to the Town Clerk. The appeal would be heard at the next scheduled Town Board Meeting.

The Town Board of the Town of Dewey reserves the right to amend this policy as they deem necessary.

Policy Approval Date: 03-17-2021

Chairperson: Maurice King
Maurice King

Supervisor: Dennis Meis
Dennis Meis

Supervisor: Dennis Hintz
Dennis Hintz

Driveway Permit Form

Property Owner Completes:

1 – Property Owner - _____

2 – Property Owner's Contact Information – telephone - _____
Email - _____

3 - Road to which driveway will abut - _____

4 – Permanent Driveway _____ Temporary Driveway _____

5 – Will driveway need an address (construction only) Yes ____ No ____

6 – Additional information - _____

Town Representative Completes:

Date of Review: _____

Approved with the following conditions: _____

Temporary Driveway Removal Date: _____

Driveway Address (if applicable): _____

Signature of Town Representative: _____

Date of Approval: _____